

Check list of Wisconsin land acquisition documents required for Federal or State Reimbursement

(As required – see Airport Owner’s Guide to Land Acquisition)

- ☐ 1. Airport Layout Plan (ALP) showing property is eligible for funding
- ☐ 2. Update your petition with the Bureau of Aeronautics
- ☐ 3. Survey accurately depicting land and it’s location in relation to the airport’s runways
- ☐ 4. Agricultural Impact Statement if property is from a farm operation and is five or more acres
- ☐ 5. Hazardous Material Site Assessment (Initial Site Reconnaissance or a Phase 1 plus other Phases, as necessary)
- ☐ 6. Resolution giving authority to purchase property
- ☐ 7. Exhibit “A” map
- ☐ 8. Title report, commitment and insurance
- ☐ 9. Appraisal by a Wisconsin Certified General Appraiser following Appraisal Guidelines in Airport Owner’s Guide to Land Acquisition
- ☐ 10. Appraisal Review by a Wisconsin Certified General Appraiser
- ☐ 11. Property Owner’s Appraisal & Review
- ☐ 12. Relocation plan & assistance plan if property is occupied and letter of approval of plans by Department of Commerce
- ☐ 13. Offer to Purchase letter
- ☐ 14. Note in file that owners received Department of Commerce Brochures; “The Rights of Landowners Under Wisconsin Eminent Domain Law” and the applicable relocation rights pamphlets; “Wisconsin Relocation Rights - Residential” and “Wisconsin Relocation Rights - Business, Farm and Non Profit Organizations.” (Available from BOA or DOC)
- ☐ 15. For Voluntary Acquisitions Only – (Exclusion approved by Department of Commerce) Letter explaining why this property qualifies as a Voluntary Acquisition per the four points in Part 24.101 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs
- ☐ 16. Administrative Settlement Report if the purchase price exceeds appraised amount (form in Airport Owner’s Guide to Land Acquisition)
- ☐ 17. Satisfaction of Mortgage or Partial Release of Mortgage if acquisition is over \$5,000, unless the property was acquired by Eminent Domain.
- ☐ 18. Sponsor certification (form in Airport Owner’s Guide to Land Acquisition)
- ☐ 19. Closing statement signed by both buyer and seller
- ☐ 20. Recorded Conveyance documents – Avigation Easement, Clear Zone and Avigation Easement, Warranty Deed and any other permanent or temporary easements or agreements. Include appeal language from WI Statute 32.05(2a).
- ☐ 21. Real Estate Transfer Return (copy)
- ☐ 22. Relocation documents if applicable
- ☐ 23. Documentation for all expenses
- ☐ 24. Relocation Order, Jurisdictional Offer, Lis Pendens & Award of Damages if property was acquired by Eminent Domain

If you have questions regarding land acquisition and reimbursement or for current forms, please call the Wisconsin Bureau of Aeronautics, Real Estate Section at (608) 266-3351

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